

## MEMORANDUM

Date: \_\_\_\_\_

From: Code \_\_\_\_\_  
To: Code 3531

Subj: **UTILITY OUTAGE REQUEST**

1. This memorandum is to request a Utility Outage required to perform the following work (be specific):

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a. Contract #: \_\_\_\_\_

PW#: \_\_\_\_\_

SC#: \_\_\_\_\_

b. Contractor's Title: \_\_\_\_\_

c. Type of Outage: \_\_\_\_\_

d. Bldgs. affected by Outage: \_\_\_\_\_

e. Planned \*Start Date: \_\_\_\_\_

Start Hour (Military Time): \_\_\_\_\_

Start Day: \_\_\_\_\_

f. Restoration of Utility Date: \_\_\_\_\_

Hour (Military Time): \_\_\_\_\_

Day: \_\_\_\_\_

g. ROICC Contact (Name & Phone #): \_\_\_\_\_

h. Shop Foreman (Name & Phone #): \_\_\_\_\_

\_\_\_\_\_  
*Requestor's Signature*

**\*Requests not received 14 days prior to the Outage Start Date will be denied.**

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### FOR RDSD USE ONLY

From: Code 3531  
To: Code \_\_\_\_\_

Received: \_\_\_\_\_  
*Date/Time*

Subj: **APPROVAL OF UTILITY OUTAGE**

1. Request is:

Approved \_\_\_\_\_  
*(Initials)*

Denied \_\_\_\_\_  
*(Initials)*